



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL
BOX 788250
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 5212.2A
Code 0106
9 May 1995

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 5212.2A

From: Commanding Officer

Subj: RECORDS DISPOSITION

Ref: (a) SECNAVINST 5212.5C
(b) SECNAVINST 5210.11D
(c) NAVMEDCOMINST 5210.1
(d) NAVMEDCOMINST 6150.1

1. Purpose. To outline policies and procedures for the orderly disposition of administrative files and records maintained by Naval Hospital, Twentynine Palms.

2. Cancellation. NAVHOSP29PALMSINST 5212.2.

3. Policy. It is the policy of this Command that all administrative files and records be maintained, reviewed and disposed of in accordance with references (a) through (d).

4. Action

a. Department Heads shall:

(1) Ensure that all correspondence files are properly annotated and maintained in accordance with guidelines set forth in section 1 of reference (b).

(2) Ensure that all Administrative files and records are ready for proper disposition based upon their relative importance and the need to preserve the information contained there.

(3) Dispose administrative files with a retention period of two years or less at the departmental level.

(4) Forward administrative files with a retention period of three years or more to the Material Management Department.

(5) Notify the Material Management Department of the approximate cubic feet of storage space required and the anticipated delivery date.

NAVHOSP29PALMSINST 5212.2A
9 May 1995

(6) Store administrative files and records in standard one cubic foot boxes identified on the outside with the following information.

- (a) Type of administrative files and inventory list.
- (b) Inclusive dates of administrative files and records.
- (c) Department/Division and Point of Contact.
- (d) Retirement/Destruction date.

b. Head, Material Management Department shall:

(1) Assist department heads in the proper storage, retirement and destruction of all administrative files with a retention period of three years or more.

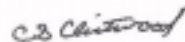
(2) During the period of destruction, notify department head responsible for the administrative files and deliver the files to that department for final disposition.

(3) Act as the transferring authority of long term and permanent files and records to Federal Records Center.

c. Head, Radiology Department shall be responsible for the storage and retirement of radiographic films, jackets and records in accordance with reference (a).

d. Records Disposal Officer shall have overall responsibility for the storage, retirement and destruction of all administrative files and records.

6. Applicability. This instruction is applicable for all personnel aboard Naval Hospital, Twentynine Palms, California.



C. S. CHITWOOD

Distribution:
List A